

**NEW JERSEY DEPARTMENT OF STATE
NOTICE OF VACANCY**

() Department Posting

(X) Statewide Posting

Posting Date: August 23, 2017

Division: Travel and Tourism

No. of Vacancies: 1 (one)

Salary: \$26,841.51

Title: Agency Services Representative Trainee

Posting # STA-2017-006

Location: Liberty State Park Tourist Information Center
c/o CRRNJ Terminal - #1 Audrey Zapp Drive
Jersey City, NJ 07305

DEFINITION:

Under the close supervision, learns to perform front-line and behind the scenes customer and other support services involving the review, processing and issuance of agency documents; provides information to customers regarding department/agency programs and services; does other related work as required.

Responsibilities:

- Provides routine information and advice to visitors regarding attractions and sites around the state.
- Utilizes manual and electronic sources to access and provide information
- Ability to operate a computer and have basic knowledge in order to provide information in a timely and accurate manner;
- Adhere to rules, regulations, policies and procedures set in place by the State of New Jersey, Department of State, Division of Travel and Tourism;
- Friendly with an outgoing attitude and a helpful nature with strong communication skills;
- Ability to work with the public and problem-solve;
- Ability to work well independently, as well as within a team environment;
- Willing to perform other duties as requested to advance the goals of the Division.

PROMOTION:

Applicants who successfully complete the six month training period will be eligible for promotion to the title of Agency Services Representative 1 or Customer Service Information Specialist 3, in accordance with Civil Service Commission procedures.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside

outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

Interested applicants should send a letter and resume by **September 11, 2017** to:
Anthony.minick@sos.nj.gov

or
New Jersey Department of State
Division of Travel and Tourism
PO Box 460
Trenton, NJ 08625-0530
Attn: Anthony Minick

The New Jersey Department of State is an Equal Opportunity Employer